

TRANSFERRING
TO THE
FLEET
RESERVE/
RETIREMENT



Table of Contents

<u>Topic</u>	<u>Section #</u>
Retiree Information Sheet	1
Sponsor Responsibilities.	2
Shadowbox	3
Guest Speaker	4
Master of Ceremony.	5
Chaplain.	6
Boatswain's Mate.	7
Flag.	8
Guest List.	9
Official Party.	10
Biography	11
Photography	12
Program	13
Certificates.	14
Music	15
Floor Plan	16
Display Ship Barry Services	17
NDW Retirement Ceremony Services	18
Flying the Ensign	19
Memo for Visitors	20

List of Appendixes

<u>Figure #</u>	<u>Topic</u>
A-1	Retirement Ceremony Checklist
A-2	Retiree Information Sheet
A-3	Ceremony Information Sheet
A-4	Retiree Biography Sheet
A-5	Guest Speaker Biography Sheet
A-6	Display Ship Barry Request Letter
A-7	Flag Request
A-8	Flag Ceremony
A-9	MCPON Retirement Certificate
A-10	Governor's Request Letter
A-11	Contact information for Flag Flying and Governor letters
A-12	The Watch
A-13	Sponsor Letter
A-14	Sequence of Events
A-15	Program Planning Guide
A-16	Phone Reference Listing

LIST OF REFERENCES

- a) SECNAVINST 5603.2C, 5 MAY 86
- b) NDWINST 5060.3C
- c) Naval MILPERSMAN 3855180.11, Fleet Reserve Eligibility Requirements
- d) Current year RETIRED MILITARY ALMANAC
- e) MILPERSMAN 3810200 General Guidelines for conducting Ceremony for Retirement or transfer to Fleet Reserve
- f) BUPERSINST 1710.11B

Retiree Information Sheet

Time Line: This information sheet should be presented to the retiree at least 80 days prior to the scheduled ceremony.

Completion Date: This information must be completed as soon as possible. Preferred completion is 70 days prior to ceremony.

Point of Contact:

Sponsor: Name (First and Last)/Rank
Phone: Work phone number
Retiree: Name (First and Last)/Rank
Phone: Work phone number

Background: This section provides guidance for requesting and obtaining retiree information. For the purpose of completing this task ensure that all appropriate requests are submitted in a timely manner.

Action Required:

a) Have retiree complete the Retiree Information Sheet provided in figure (A-2) and give to sponsor

b) This information must be obtained as soon as possible

Helpful Hints:

Much of this information is vital to ensuring the success of the retirement ceremony. Some of the information requested is necessary at the earliest possible time so that adequate planning can occur. This information sheet should be completed prior to the first meeting of the retirement committee. With this information individual work assignments can be made. Base line information necessary to begin work must be made available to all members of the committee.

Sponsor Responsibilities

Time Line: Sponsor assignment should be made as soon as possible after the command becomes aware of an individuals desire to retire. A sponsor should be identified at least 100 days prior to scheduled ceremony.

Point of Contact: Sponsor

Background: This section provides a basic understanding of the responsibilities of the sponsor. It is the primary responsibility of the sponsor to ensure that all aspects of the retirement ceremony are addressed. The sponsor should ensure that all assigned tasks are on schedule and should act as the primary point of contact for all aspects of the ceremony. Continual follow up is required. The sponsor must be familiar with this guide and be prepared to pick up any remaining tasks. For the purpose of completing this task ensure that all appropriate requests are submitted in a timely manner.

Action Required:

- a) Present a copy of the sponsor letter to the retiree. A sample of this letter can be found in figure (A-9).
- b) Carefully read through the entire checklist provided in figure (A-1). Pay particular attention to the listed time lines for each task.
- c) Initiate the check list and ensure that each task is assigned and that all assignments are fully understood.
- d) Have retiree fill out the Retirement Information Sheet and Biography Information Sheet. Refer to figures (A-2 and A-3).
- e) Ensure that the retiree requests the attendance of and obtains biographic information for the designated guest speaker as soon as possible. If necessary refer to figure (5) for guidance as a sample of the Biography outline to use.
- f) Be sure to obtain permission from the guest speaker prior to omitting any portion of his/her biography.
- g) Ensure that an appropriate article is prepared and submitted for inclusion into the commands Plan of the Week. Inform retiree of intention to publish article.
- h) Begin work on the layout of the retirement program as soon as possible. A sample program can be found in figure (A-7).

- i) Use the Program Planning Guide found in figure (A-11) as a means of keeping track of all aspects of ceremony planning and planning progress.
- j) If ceremony is held at NCTSW, contact security to arrange for guest access and parking.
- k) If ceremony is held onboard Display Ship Barry, refer to figure (A-5) for guidance.

Helpful Hints:

- a) Retiree and guest speaker biographic summaries must be completed as early in the planning stage as possible to allow adequate time for program printing and to ensure that all vital items are covered in the initial planning stages.
- b) Hold regular meetings to discuss progress of assignments.
- c) Don't be afraid to take charge and be aggressive in planning, as it only benefits the retiree you are representing.
- d) Write down all ideas throughout the planning stages. Your ideas may be beneficial to the next sponsor as lessons are learned with each ceremony. We are always looking for ways to improve and every minor detail is important.
- e) If the Display Ship Barry is to be used for the retirement location refer to figure (A-5) as a guide for requesting service and go over all details of the ceremony with the retiree.
- f) **Have retiree designate Sideboys** if required
- g) Ensure retiree is informed of the sequence of events
- h) **Have retiree identify wanted guests**

Shadow Box

Time Line: 60 days prior to ceremony

Completion Date:

- a) Purchase devices for box 20 days prior to ceremony
- b) Shadowbox completed within 10 days of ceremony

Background: This section provides guidance to the sponsor for organizing the retiree's shadowbox. It will be necessary to start work on the planning as soon as possible. Things to consider are the American Flag, devices, and engraved duty station plates.

Action Required:

- a) Contact the maker of the shadowbox as soon as possible to allow adequate time for construction
- b) Take charge of purchasing all necessary contents
- c) Verify the availability of the flag for inclusion
- d) **Ask retiree for any special content requirements**
- e) Obtain a listing of all retiree duty stations as soon as possible. Much of this information should be listed on the retiree biography sheet. You will need to have engraved plates made of all duty stations. Engraving can be done by the command or by P.G. Engraving. Keep in mind the cost factor of having it done outside the command.

Funding:

- a) If the retiree is a member in good standing of the NCTSW CPOA, monies will be made available through them.
- b) You may consider asking for a small donation from the retiree's co-workers to help offset the cost.
- c) Any money that can not be raised is the responsibility of the retiree.

Helpful Hints:

- a) Remember to ask retiree if they wish to contribute any special items for inclusion in the shadowbox.
- b) There may be someone who wishes to contribute a new device for inclusion. This would also help offset some of the expense.
- c) Refer to Section (8), and figure (A-6) for information concerning the flag

Guest Speaker

Time Line: 60 days prior to ceremony

Completion Date:

- a) Identify the intended guest speaker as soon as possible in the planning stages
- b) Guest Biography: 60 days prior to ceremony
- c) Guest Photo: 60 days prior to ceremony

Background: This section provides guidance to the sponsor on securing a guest speaker for the retirement ceremony. The retiree has the option to request a specific person as the ceremony guest speaker. If no particular person is requested by the retiree then an individual should be agreed upon by the sponsor and the retiree. It is the responsibility of the retiree to ensure that the guest speaker is identified and notified. The sponsor may assist in preparing the guest speaker's biography.

Action Required:

- a) Obtain the name of the preferred guest speaker as soon as possible in the planning process. This should be indicated on the Retiree Information Sheet.
- b) Retiree should obtain biographic summary from the designated guest speaker. If none are available refer to figure (A-4.1) for guidance on biographic information and an outline for the layout of this information.

Master of Ceremonies

Time Line: 60 days prior to ceremony.

Completion Date: The selection of the Master of Ceremonies should be completed within 60 days of the ceremony date. The sponsor should follow up and verify the availability of the designated Master of Ceremonies 15 days prior to the event.

Background: This section provides guidance for the selected Master of Ceremonies of the event. Once selected, it is the responsibility of the designated individual to be familiar with the schedule of events.

Action Required:

- a) Act as the Master of Ceremonies for the event
- b) Read all letters, citations, and certificates and be prepared to make presentations as required
- c) Retiree should select the Master of Ceremonies
- d) Be familiar with the time line of the event
- e) Be familiar with the scheduled sequence of events of the ceremony
- f) Make every effort to assist the sponsor with greeting guest speakers, and guests of the retiree
- g) Attend all practices prior to the scheduled event
- h) Be familiar with all presentations to be made. Pre-read all letters, citations, and certificates as a means of familiarizing oneself with wording.
- i) Know the manner of protocol for the purpose of making all presentations
- j) Introduce yourself to the retiree's family and be familiar with their names

Chaplain

Time Line: 30 days prior to scheduled ceremony.

Completion Date: Follow up 10 days prior to ceremony.

Point of Contact:

Naval District Washington, Chaplains Office
Phone: 433-2057/2058

Background: The Chaplain delivers the invocation and benediction at the ceremony. These are not required events. The retiree may choose any of the following options:

- No benediction and invocation
- Benediction/Invocation delivered by command Chaplain
- Benediction/Invocation delivered by Navy Chaplain of a specific denomination
- Benediction/Invocation delivered by non-Navy person of the retiree's preference

Action Required:

a) Determine retiree's preference based on the retiree information sheet.

b) Request Chaplain services as required from the primary POC. Normally a telephone request will be sufficient, however during busy time frames a simple fax request may be necessary.

Helpful Hints:

a) Be prepared to provide the Chaplain's Office some simple biographic data on the retiree (family info, etc.).

b) If the retiree desires to have his/her personal representative deliver the invocation/benediction, they may contact the Command Chaplain for any information they may need.

Boatswain's Mate

Time Line: 60 days prior to ceremony.

Completion Date: Initial request for services should be completed 60 days prior to the retirement ceremony. Follow up verification of request should be completed within 20 days prior to the retirement ceremony.

Point of Contact:

Primary: US Navy Ceremonial Guard, Anacosta
Phone: 202-433-2231
Secondary: Display Ship Barry (DD-933)
Phone: 202-433-3377, A/V; 288

References: a) NDWINST 5060.3C

Background: This section provides guidance for requesting the services of a Boatswain's Mate to perform official duties for the retirement ceremony. For the purpose of completing this task ensure that all appropriate requests are submitted in a timely manner.

Action Required:

a) Obtain the service of a Boatswain's Mate for the purpose of piping duties during the retirement ceremony. Refer to figure (A-5) for a sample of a request letter should it become necessary to make such a request in writing.

b) Submit request for use of Display Ship Barry services if ceremony is to be conducted onboard. Refer to figure (A-5) for a sample of this request.

Helpful Hints:

a) A simple phone call will usually be sufficient to secure the Boatswain's Mate service. The sponsor should be prepared to submit the request in writing just in case.

b) The sponsor should place a follow up phone call to Anacostia approximately 20 days prior to the ceremony to verify the availability and commitment of the Boatswain's Mate.

c) Boatswain's Mate service can be requested in conjunction with the use of Display Ship Barry. See figure (A-5) for a sample of this request.

d) If the Display Ship Barry's Boatswain's Mate is to be used for a ceremony at other than Barry, it is the responsibility of the command (sponsor) to offer and provide transportation to and from the ceremony location.

Flag

Time Line: ASAP, Minimum of 60 days prior to ceremony.

Completion Date: Flown and returned within 20 days of ceremony.

Point of Contact:

- a) Retiree's Congressmen or Senator
- b) NCTSW CMC

References: a) Flag request form, figure (A-6).

Background: This section provides guidance for having the flag of the United States flown prior to the retirement ceremony. Most commonly, retirees request that the flag be flown by their respective Congressmen or Senator. Other locations include the nation's capital, state capital, or simply NCTSW. Depending on the location chosen, request times will vary (as much as 90 days lead time) so it is important that the location be identified as soon as possible in the planning stages.

Action Required:

- a) Have retiree identify the location where the flag is to be flown
- b) Flags are provided by the Command
- c) Submit request to the appropriate location as soon in the planning stages as possible

Funding:

NAVADMIN 16/99 require CO'S of members last duty station to provide a flag from the Navy stock system.

Helipful Hints:

- a) Refer to figure (A-6) for a copy of the flag request form.

Guest List

Time Line: 70 days prior to ceremony

Completion Date: 60 days prior to ceremony

Point of Contact:

Retiree

Background: The purpose of this section is to provide the sponsor with guidance pertaining to the number of requested guests for the retirement ceremony.

Action Required:

a) Obtain the number of guests the retiree wishes to invite to the retirement ceremony. Retiree should provide this list.

b) Ensure that arrangements are made to accommodate the number of guests at the retirement ceremony site

c) Have retiree ensure that accurate information pertaining to each guest address is complete prior to submitting request for invitation printing order

d) It is the responsibility of the retiree to ensure that invitations are mailed

e) Sponsor should follow up on retirement invitations and offer assistance in mailing

f) Sponsor should coordinate with all applicable persons on all matters concerning security and access of guests coming into the command.

Official Party

Time Line: 60 days prior to ceremony.

Completion Date: Follow up verification of assignments should be completed 10 days prior to ceremony.

Point of Contact:

Primary: Sponsor
Secondary: Retiree

References: a) NDWINST 5060.3C

Background: This section provides guidance for securing Sideboys, Ushers, and Escorts as participants in the retirement ceremony.

Action Required:

- a) Determine the number of Sideboys required
- b) Retiree should solicit volunteers as participants in the ceremony. The sponsor may assist in notifying the selected participants.
- c) Ensure all volunteers are made aware of the place and time of the ceremony
- d) Ensure all participants are aware of the appropriate uniform of the day for the ceremony
- e) If desired, the retiree may request the service of Display Ship Barry (DD 933) . If so, the sponsor should indicate if Sideboys are required when requesting the services of the Display Ship Barry.

Helpful Hints:

- a) A reminder to all volunteers should be given at least twice
- b) Have all participants assemble at least 30 minutes prior to the ceremony to run through the ceremony and ensure all are aware of the sequence of events and their places for the ceremony
- c) Refer to figure (A-5) for information on requesting the services of the Display Ship Barry

Biography

Time Line: Guest Speaker: 70 days prior to scheduled ceremony.
Retiree: 60 days prior to scheduled ceremony.

Completion Date: Guest Biography: 60 days prior to ceremony.
Retiree Biography: 50 days prior to ceremony.

Point of Contact: Retiree and Sponsor

Background: This section provides guidance for requesting and obtaining both the retiree and guest speaker biography. For the purpose of completing this task ensure that all appropriate requests are submitted in a timely manner.

Action Required:

a) Obtain biographic summary for the designated guest speaker from the retiree. If none is available upon request refer to figure (A-4) for a biography outline to use. Get with the guest speaker in advance of the ceremony to complete the biographic information.

b) Have retiree fill out biographic summary. Refer to figure (A-3).

Helpful Hints:

a) Retiree and Guest Speaker Biographic summary must be completed as early in the planning stage as possible to allow adequate time for program printing.

b) Have retiree obtain permission from the guest speaker prior to omitting any portion of his/her biography.

Photography

Time Line: 60 days prior to scheduled ceremony.

Completion Date:

- a) Retiree Photograph: 50 days prior to ceremony.
- b) Guest Photograph: 50 days prior to ceremony.
- c) Photographer: 10 days prior to ceremony.

Point of Contact:

- a) Primary: Naval Media Center
Phone: (202) 433-2175 Fax: (202) 433-3045

Background: This section provides guidance for requesting both the retiree and guest speaker program portrait and Naval Media Center photographic services. The retiree should make every effort to appear on time for the scheduled portrait photo session. When requesting the presence of a guest speaker, that request should also include a biography and photograph of the guest speaker. In some cases a photograph of the guest speaker may not be available. For the purpose of completing this task ensure that all appropriate requests are submitted in a timely manner.

Action Required:

a) Submit appropriate request to Naval Media Center Photo for the purpose of scheduling an appointment for taking the retiree portrait photograph. Appointment must be made at least 2 days ahead of desired photo day. In most cases a phone call will be enough to schedule an appointment. E-Mail should work well.

b) Submit appropriate request to Naval Media Photo for the purpose of securing photographers mate services. A simple phone call will be enough to request this service. If not, simply type out an E-Mail to the photo lab.

c) Ensure retiree program portrait photograph conforms to requirements set in Section (13).

d) Have retiree ensure that the guest speaker is aware of all restrictions as to the size requirements of the photograph.

Helpful Hints:

a) Provide periodic reminders to retiree about scheduled photo session.

a) Have retiree carefully screen portrait proofs to ensure only the highest quality photo will be used in the program.

Program

Time Line: 45 days prior to scheduled ceremony.

Completion Date: Rough draft: 45 days prior to ceremony. Smooth draft: 30 days prior to ceremony.

Point of Contact:

Primary: SPONSOR

Background: This section provides guidance for compiling and printing of the retirement ceremony program. The program should include all pertinent information as outlined in figure (A-7). For the purpose of completing this task ensure that all appropriate requests are submitted in a timely manner.

Action Required:

a) Ensure retiree portrait photograph is included as part of the print request. Portrait should conform to requirements set in Section (13).

b) Ensure that the retiree and guest biography are included in the print request. Biography sheets should be IAW Section (13).

c) If available, include portrait of guest speaker as part of print request.

Helpful Hints:

a) Submission of request should include a photo ready copy, any and all clip art, and any photographs.

b) If possible try to submit this request no earlier than 45 days prior to the retirement ceremony.

Certificates

Time Line: 60 days prior to ceremony

Completion Date: All certificates, awards, and letters should be received and completed within 30 days of the ceremony.

Point of Contact:

Primary: Command Career Counselor
Phone: 685-2421
Secondary: BUPERS 273, FLTRES
Phone: 224-1952 DSN

References: Naval MILPERSMAN 3855180

Background: The purpose of this section is to provide guidance to the sponsor pertaining to all certificates commonly associated with a retirement ceremony.

Action Required:

a) Sponsor is responsible for ensuring that all appropriate certificates are on hand for the retirement ceremony.

b) Ensure that adequate time is planned for obtaining the required signatures on all certificates.

Certificates:

- a) DD 363: Certificate of Retirement
- b) NAVPERS 1830/3: Certificate - Fleet Reserve
- c) NAVPERS 1650/59: Performance and Discipline
Wives - Certificate of Appreciation
- d) DD 2542: Certificate of Appreciation for service in the
Armed Forces of the United States Bearing the President's
signature
- e) Certificate of Flag of the United States being flown
- f) End of Tour Award
- g) Letters of Appreciation
- h) CPOA Plaque
- i) Shadow Box

Music

Time Line: 30 days prior to ceremony

Completion Date: 20 days prior to ceremony

Point of Contact:

Primary: Sponsor
Secondary: Display Ship Barry (DD-933)
Phone: 202-433-6114, A/V; 288

Background: This section provides guidance for setting up music for the purpose of a retirement ceremony. In most cases, a recording is used. There may be a rare occasion when live music is desired. If live music is to be used it is important that musicians be requested as soon in the planning stages as possible.

Action Required: ????

Helpful Hints:

- a) If the services of Display Ship Barry are utilized, music will be provided. However, it is the sponsors responsibility to notify the Barry that music is desired.
- b) If recorded music is used it the responsibility of the sponsor to ensure that proper music is selected and that an adequate play back device is available.
- c) The sponsor should test the device.

Floor Plan

Time Line: 30 days prior to ceremony

Completion Date: 20 days prior to ceremony

Point of Contact:

Primary: Sponsor
Secondary: Display Ship Barry (DD-933)
Phone: 202-433-3377, A/V; 288

Background: This section provides guidance for familiarization of the overall layout of the ceremony location. The sponsor should ensure that all involved know the layout of the ceremony location. Consideration for seating, sideboys, and procession are of concern. Remember that the location will change from one ceremony to another. The sponsor should ensure that they inspect the chosen sight well in advance of the ceremony and plan out the area with respect to those items listed in the helpful hints portion of this section.

Action Required:

- a) After choosing the location, ensure that adequate consideration is given to the layout of the retirement ceremony. Make sure this is done a week in advance.
- b) Be familiar with all aspects of the ceremony to include the placement of flags, seating of guests, position of sideboys, and official party procession route.

Helpful Hints:

- a) Speaker Podium(s)
- b) Area for presentations
- c) Sideboy location
- d) Seating (guests and official party)
- e) Awards table
- f) Procession routes
- g) Honor guard, and flag placement

Display Ship Barry Services

Time Line: 60 days prior to ceremony.

Completion Date: Follow up verification within 30 days prior to ceremony.

Point of Contact:

Primary: Officer In Charge, Display Ship Barry
Phone: 202-433-6111

References: a) NDWINST 5060.3C

Background: This section provides guidance for requesting the services of the Display Ship Barry (DD 933) . Such service may include provisions for location, color set, podium, Boatswain's Mate, and Honorary Sideboys.

Action Required:

a) Make official request for the service of the Display Ship Barry. A copy of the request is listed in figure (A-5).

b) Arrangements for Sideboys and parking reservation should be indicated on the same letter.

c) Inform the Barry of the rank of guest speaker and Master of ceremonies.

d) Inform the Barry of the number of guests that plan to attend.

e) Closely coordinate the sequence of events with Barry.

Helpful Hints:

a) Follow up on your request for Display Ship Barry services by phone.

b) Note any changes to the ceremony to Display Ship Barry as soon as possible (i.e.; number of guests, rank of guest speaker, or any other distinguished guests which plan to attend).

NDW MONTHLY RETIREMENT CEREMONY INFORMATION SHEET

1. Group retirements are scheduled during the latter part of each month for participants, 0-6 and below. Location is Leutze Park, Washington Navy Yard. The inclement weather site is the U.S. Navy Band's Sail Loft, Building 112. The Washington Navy Yard is at 901 M Street SE, Washington, D.C.
2. The ceremony includes the U.S. Navy Band, the Navy's Ceremonial Guard, a chaplain from Naval District Washington, ushers, Sideboys, and a Boatswain's Mate as well as printed programs for guests. Retirees bear the responsibility for their own invitations and reception.
3. Each retiree will arrange for his/her own command representative, whose role is to offer brief remarks, 5 minutes, and present the spouse certificate along with the award and retirement certificate to the retiree. Guest speakers are not members of the official party and will sit in the front row of the VIP seats with family members until called on by the NDW host to preside for their retiree. Flag officer guest speakers will not normally receive honors during the ceremony.
4. Each retiree MUST provide the NDW Operations Office, Mr. Frank Klem, no later than 15 working days prior to the ceremony with the following:
 - Copy of Retirement orders
 - Personal biography - in narrative format
 - Name, pronunciation and title of guest speaker
 - Copy of the certificate(s) to be presented during the ceremony
 - Guest list indicating VIPs, immediate family members and special guest considerations
 - Which State is considered home. That state flag will be used as the flag of honor during the ceremony.

The above information may be faxed to Mr. Frank Klem at 202-433-0483. You may phone him at 202-433-2707 with questions regarding the ceremony.

5. Uniform requirements are.

Retirees:

Officers - Full Dress w/sword, large medals and white gloves

Enlisted - Full Dress, large medals and white gloves

Guest Speakers: - Service Dress

Guests: - Service Dress Blue or Summer white
(Civilian Informal)

6. Retirees must attend a rehearsal, usually scheduled one or two days before the event, at Leutze Park or the Sail Loft.

During the rehearsal be prepared to discuss:

- a. Number of guests
- b. Number & names of VIP/family members for reserved seating
- c. Number & names of special (physically challenged) guests & their considerations
- d. Number of VIP & special parking spaces
- e. Spouse recognition (flowers/certificate)
- f. Whether you'd like to use your own sideboys or NDW's ceremonial guard
- g. A personal musical selection for the band to play on your behalf - each retiree can pick one
- h. Inclement weather procedures

BRING TO THE REHEARSAL

1. The Award/medal (with a cheater)
2. The Award Certificate in a folder
3. The Spouse Certificate in a folder

BRING TO THE CEREMONY:

1. Flowers (marked for whom)

7. The ceremony's sequence of events is as follows:

- 20 Retirees arrive for final briefing
- 10 Band has taken position on field
- 08 Host & retirees assemble at quarterdeck
- 05 Honor Guard marches onto field with colors
- 02 Host briefs retirees & chaplain takes position by dais
- 00 Band sounds "Attention" ceremony starts

Official party (NDW host and retiree(s)) move to honors position

National Anthem

Troops inspection

Official party takes position on dais

Invocation

NDW host remarks and introduction of first guest speaker

First speaker remarks/presentations to spouse & retiree

First retiree remarks

Subsequent speakers & retirees

Benediction

Official party moves to honors positions

Band sound off & Pass In Review

Commander of Troops reports "This completes the ceremony" and
departs field

Host escorts retirees to quarterdeck for side honors

NOTES: The biography of each retiree is printed in programs.
Therefore, verbal reiteration is not necessary by the guest
speaker during the ceremony. In consideration of the health and
safety of the Ceremonial Guardsmen and the U.S. Navy Band's
musicians, who are standing throughout the ceremony, speeches by
retirees and guest speakers are limited to five minutes each
(approximately 350-400 words).

(Revised February 1998)

Flying the Ensign

01 Mar 1999

From: CO, NCTSW
To: Architect of the Capitol Flag Office (Code HT16)
U.S. Capitol Building
Washington, DC 20510

Subj: FLYING OF THE NATIONAL ENSIGN

Encl: (1) National Ensign

1. Radioman (Communications) Chief Sam L. Music, *USN, SSN*, will be retiring on 2 February 1997, after 24 years of faithful and honorable service. Chief Music has requested that the enclosed Ensign be flown over the U. S. Capitol building at the earliest possible date. Chief Music's retirement ceremony will be at the National Maritime Intelligence Center, Suitland, MD, on 20 Dec 1996.

YOUR SIGNATURE
Rank

INSTRUCTIONS: Arizona Memorial: Will be 2 weeks to receive back if there is no specific date specified. There is an \$11 fee for return postage and certificate.

*****Other Suggestions*****

The member's previous command, member's home state capitol, or member's first command.

NOTE: When sending a flag, make sure to send ALL of the information about the retiree. Send their full name, SSN, date of retirement, date of ceremony, and number of years they served.

Memo for Visitors

Date

To Whom it may concern:

The following personnel will be attending a retirement ceremony for STGC(SW) John Roberts tomorrow around 0915:

Chad Wicks
Bill Corey
Steve McNiel
Alvin Anderson
Cathy Carter
Donna Maertins
David McConnolly

Please ensure that they get through the gate without any trouble. Thank you.

AUTHORIZING SIGNATURE
Job Title

RETIREMENT CEREMONY CHECKLIST

<u>Days Before Ceremony</u>	<u>Event</u>
45 days	Begin luncheon arrangements Select coordinator and master of ceremony
45 days	Purchase retirement gift
45 days	Complete first draft of program Prepare script
30 days	Select music and prepare tape
30 days	Verify all certificates have been received and are have correct name and date Presidential Certificate Fleet Reserve Certificate Retirement Certificate Spouse Certificate of Appreciation Flag Certificate(s)
30 days	Flag flown over desired location
20 days	Purchase devices for shadowbox
20 days	Verify availability of Boatswain's
20 days	Verify receipt of flown flag
20 days	Verify availability of music
15 days	Verify official party assignments
10 days	Verify shadow box completion Order flowers for spouse/family
10 days	Verify chaplain availability
10 days	Verify availability of photographer

RETIREE INFORMATION SHEET

1. Name _____
2. Rate/Rank _____
3. SSN _____
4. Dept/Div _____
5. Office Phone _____
6. Ceremony Date _____
7. Ceremony Location _____
(If outdoors, foul weather location) _____
8. Start Time _____
9. FLTRES/RETIREMENT Date _____
10. Terminal Leave Date _____
11. Sponsor Name _____
12. Sponsor Phone _____
Dept/Div _____
13. Where would you like your US Flag flown _____
14. Where did you come into the Navy _____
15. Home of Record _____

CEREMONY INFORMATION

1. Master of Ceremonies _____

Phone _____

2. Guest Speaker _____

Phone _____

3. Chaplain (if invocation/benediction
desired) _____

3. Honorary Sideboys

5. Ushers/Escorts

RETIREE BIOGRAPHY SHEET

1. List all duty stations and periods assigned (include a general description of duties, and any specific accomplishments while assigned that you would like highlighted in your biography).

2. Family data (Spouses name, children's names, other family members attending the ceremony)

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

3. Awards (list all personal and unit awards)

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

4. Future intentions (employment, relocation, etc.)

GUEST SPEAKER BIOGRAPHY SHEET

1. Name _____ Rank/Rate _____

2. Birthplace _____

3. Date and Place Entered
Military _____

4. Schools and Colleges attended to include any degrees
obtained:

5. Commissioning Date _____

6. NROTC Date _____

7. Duty Assignments: List all duty assignments to present date
including dates served

At Sea _____

Ashore _____

8. Awards: List all awards by ranking

9. Family Data:

Spouse Name (Maiden Name) _____

Spouse Birth Place _____

Names and Ages of Children

Current Residence _____

SAMPLE REQUEST FOR USE OF THE USS BARRY

MEMORANDUM

From:

To: Commandant, Naval District Washington
Display Ship BARRY (DD 933)
Washington Navy Yard, Pier Two
Washington, DC 20374

Subj: REQUEST FOR USE OF DISPLAY SHIP BARRY (DD 933)

Ref: (a) PHONCON
(b) NDWINST 5060.3C

1. Per reference (a) and (b), respectfully request to conduct the following event on board the USS BARRY:

- a. Function: Retirement for (individual name)
- b. Date:
- c. Time:
- d. Point of Contact:

2. Indicate who the Presiding Officer and Master of Ceremonies will be during the ceremony.

3. Request the following items be provided:

_____ chairs (number)

Color Set from the Display Ship BARRY

Podium with microphone/PA system

Boatswain's Mate with pipe _____

Honorary Sideboys will be provided by (indicate either BARRY Sideboys or if the command will be providing sideboys)

4. Your assistance is greatly appreciated.

Signature

This is an example of what the Barry will send back to the command after they receive our original request.

From: LT Cato, OIC, Display Ship BARRY (DD 933)

Subj: CEREMONY PACKAGE

Encl: (1) Sample request letter
(2) Sequence of events
(3) Sample parking letter

1. Welcome aboard! The Display Ship BARRY (DD 933) looks forward to hosting your event. The following information is provided to assist you with your planning requirements:

a. Enclosure (1) outlines a request letter to use the BARRY. The letter is utilized for record purposes only and can be sent directly to the OIC of the BARRY.

b. Enclosure (2) is a sequence of events for either a retirement, change of command or commissioning ceremony. The sequence of events outlines what a typical ceremony looks like onboard the BARRY. You can alter the sequence of events to some degree, but you must stay within Navy protocol.

c. Enclosure (3) is a request to the Security Office for parking. On weekends and after normal working hours the request is not necessary; however, during the week, it is recommended that you submit the request.

2. In addition to the above, the BARRY will provide the following support for your event:

a. The Colors Set, Boatswain's Mate, Bell Ringer/bell, and Sideboys.

b. The BARRY has all the required music on tape (Colors, March, Anchors Aweigh, Navy Hymn, National Anthem and various selections of marching music.)

c. Chairs, podiums, flags, and sound system.

3. You need to provide the following items:

a. Master of Ceremonies

b. Chaplain - Naval District Washington Chaplains will provide support. They can be reached at (202) 433-0056.

c. Photographer

d. Parking attendant

e. Honorary Sideboys (if desired) - the Honorary Sideboys need to be here 45 minutes prior to the ceremony for training

4. The OIC BARRY is requested to provide and prepare the ceremonial area including chairs for guest, public address system, podium, Boatswain's Mate with pipe, Bell Ringer with bell, and Color Set.

5. The point of contact for this command is_____.

Signature

FLAG REQUEST

Date

From: Sponsor
Naval Computer and Telecommunication Station, Washington
Washington Navy Yard
1325 Pendellton Avenue SE
Washington DC 20374-5069

To: Commander, MINE SQUADRON THREE, 120 Coral Sea Road
Suite 63A, ATTN: GMGCM(SW) Robert Eisenberg,
Ingleside, TX 78362-5034

Subj: REQUEST FOR FLAG TO BE FLOWN ABOARD USS CHIEF (MCM 14)

Encl: (1) United States Flag

1. Request enclosed flag be flown aboard USS CHIEF (MCM 14) in honor of RMCM John Doe who is retiring after 25 years of honorable service on 17 June 99.

2. Point of contact for this request is Sponsor's name and phone number.

Name
Rate USN

Copy to:

FLAG CEREMONY FOR RETIREMENTS

The following script is slowly read, with pauses sufficiently spaced, to allow the National Ensign to be solemnly passed from one sideboy to the next and ultimately to the retiree.

The passing of the Ensign should be conducted with slow salutes; once from the receiving sideboy and once from the flag bearer. This ceremony will fit into that section of the retirement when the retiree receives their flag.

We do not know the author or authors of this work, otherwise we would gladly - and proudly - list their name(s). But after you read it I am sure you will want to call it your "own" for we all share Old Glory.

"OLD G"

I AM THE FLAG OF THE UNITED STATES OF AMERICA. MY NAME IS OLD GLORY. I FLY ATOP THE WORLD'S TALLEST BUILDINGS. I STAND WATCH IN AMERICA'S HALLS OF JUSTICE. I FLY MAJESTICALLY OVER GREAT INSTITUTIONS OF LEARNING. I STAND GUARD WITH THE GREATEST MILITARY POWER IN THE WORLD. LOOK UP AND SEE ME!

I STAND FOR PEACE - HONOR - TRUTH AND JUSTICE. I STAND FOR FREEDOM. I AM CONFIDENT - I AM ARROGANT - I AM PROUD.

WHEN I AM FLOWN WITH MY FELLOW BANNERS, MY HEAD IS A LITTLE HIGHER - MY COLORS A LITTLE TRUER - I BOW TO NO ONE!

I AM RECOGNIZED ALL OVER THE WORLD. I AM WORSHIPPED - I AM LOVED AND I AM FEARED!

I HAVE FOUGHT IN EVERY BATTLE OF EVERY WAR FOR MORE THAN 200 YEARS:

GETTYSBURG, SHILO, APPOMATTOX, SAN JUAN HILL, THE TRENCHES OF FRANCE, THE ARGONNE FOREST, ANZIO, ROME, THE BEACHES OF NORMANDY, GUAM, OKINAWA, JAPAN., KOREA, VIETNAM, IN THE PERSIAN GULF AND A SCORE OF PLACES LONG FORGOTTEN, BY ALL BUT THOSE WHO WERE THERE WITH ME.... I WAS THERE!

I LED MY SOLDIERS, SAILORS, AIRMEN AND MARINES. I FOLLOWED THEM AND WATCHED OVER THEM. THEY LOVED ME.

I WAS ON A SMALL HILL IN IWO JIMA, I WAS DIRTY, BATTLE-WORN AND TIRED. BUT MY SOLDIERS CHEERED ME! AND I WAS PROUD!

I HAVE BEEN SOILED, BURNED, TORN AND TRAMPLED ON THE STREETS OF COUNTRIES THAT I HAVE HELPED SET FREE. IT DOES NOT HURT - FOR I AM INVINCIBLE.

I HAVE BEEN SOILED, BURNED, TORN AND TRAMPLED ON THE STREETS
OF MY OWN COUNTRY - AND WHEN IT IS BY THOSE WHOM I HAVE SERVED
IN BATTLE WITH - IT HURTS.

BUT I SHALL OVERCOME - FOR I AM STRONG! I HAVE SLIPPED THE
BONDS OF EARTH AND FROM MY VANTAGE POINT ON THE MOON, I STAND
WATCH OVER THE UNCHARTED NEW FRONTIERS OF SPACE.

I HAVE BEEN A SILENT WITNESS TO ALL OF AMERICA'S FINEST HOURS.
BUT MY FINEST HOUR COMES WHEN I AM TORN IN STRIPS TO BE USED AS
BANDAGES FOR MY WOUNDED COMRADES ON THE FIELD OF BATTLE -- WHEN
I FLY AT HALF MAST TO HONOR MY SOLDIERS, MY SAILORS, MY AIRMEN,
MY MARINES, AND --WHEN I LIE IN THE TREMBLING ARMS OF A GRIEVING
MOTHER, AT THE GRAVESIDE OF HER FALLEN SON OR DAUGHTER--

I AM PROUD. MY NAME IS "OLD GLORY" - LONG MAY I WAVE, DEAR GOD,
LONG MAY I WAVE.

Ordering MCPON retirement certificates

If you would like a retirement certificate to present at an upcoming ceremony, complete the form below. Please allow 60 days for processing

RETIREMENT CERTIFICATE REQUEST

FULL NAME, RATE, AND WAREFARE QUALIFICATIONS:

STATUS: **ACTIVE** _____ **RESERVE** _____ **TAR** _____

NAME AND PHONE NUMBER OF POINT OF CONTACT:

FULL MAILING ADDRESS:

CEREMONY DATE: _____

ACTUAL FLEET RESERVE OR RETIREMENT DATE: _____

Send the above information to any of the following addresses:

By Fax: (703) 693-8471 Attn: YNSN Grier Phone: 703-695-5591

By e-mail: p00d8@bupers.navy.mil

By mail: Office of the Master Chief Petty Officer of the Navy
 Attention Retirement Certificates
 Chief of Naval Operations (NOOD)
 2 Navy Annex, Room 1046
 Washington, D.C. 20370-5000

ATTENTION: PLEASE ALLOW 60 DAYS NOTICE FOR PREPARATION OF LETTERS BEFORE
RETIREMENT CEREMONY (DUE TO MCPON TRAVEL).

Governor's Letter

Office of the Governor
State Capitol
210 Capitol Ave
Hartford, CT 06106
ATTN: Press Room

Dear Sir:

I respectfully request an appreciation letter from the Governor be forwarded to the below address on the occasion of LT Terence P. Henninger's retirement following twenty-six years of service in the United States Navy on 31 September 1996. Enclosed is a sample letter.

LT Henninger's retirement ceremony is scheduled for 15 August 1996. Please forward the letter to arrive no later than 13 August 1996 to allow sufficient time to frame it for the presentation at his ceremony. Any questions concerning this matter can be directed to NC1 Terri Green, USN, Command Career Counselor, at (202) 685-2421.

Request return correspondence be sent to:

Naval Computer & Telecommunication
Station Washington DC
ATTN: Command Career Counselor
Washington Navy Yard
1325 Pendellton Avenue SE
Washington, DC 20374-5069

T. Green
NC1 USN

Encl:

(1) Sample Appreciation Letter

Date

LT Terence P. Henninger
Office of Naval Intelligence
4251 Suitland Road
Washington, DC 20395

Dear Lieutenant Henninger,

On behalf of the State of Connecticut, it is a privilege to extend my deep appreciation for your twenty-six years of loyal and dedicated service to the United States Navy.

Your record of conduct, performance and devotion to duty reflect your allegiance to the highest standards of the military profession.

In your years of service, you have brought proficiency and expertise to your challenging assignments and have certainly been a tremendous asset to the Navy.

May you continue to find challenge and reward in the years ahead.

Sincerely,

LOWELL P. WEICKER, JR.
Governor

Where Do You Want Your Flag Flown?

Points of Contact to fly flags over locations of interest.

Location	Address/Information	Phone Number
Arlington National Cemetery	ADMIN BLDG Historian Office ATTN: Tom Shurlock Arlington, VA 22211 You supply the flag, they will fly it and provide a certificate.	(703) 695-1622
Historic Ship NAUTILUS (SSN 571)	Send ensign and letter request to USS NAUTILUS PO BOX 571 GROTON CT 06349	(860) 694-3558
NAVAL SECURITY GROUP COMMAND	Send ensign and letter request to CNSG ATTN: NOOR 9800 Savage Rd Suite 6585 Fort Meade, Md 20755	(301) 617-3651
Naval Station Guantanamo Bay Cuba Northeast Gate	Send ensign and letter request to Commanding Officer ATTN: Chief Master At Arms PSC 1005 Box 25 FPO AE 09593-0025	PRI: 011-53-99-4738 ALT: 011-53-99-4488 DSN: 723-3960 EXT 4738 or 4488
Navy Memorial	Flags flown at the memorial, along with the letter of authenticity can be purchased from the ship's store.	(202) 737-2300 Ext 731
U.S. Capital	Honorable (Name of Congressman) U.S. House of Representatives Washington, D. C. 20515	(202) 224-3121
USS ARIZONA Memorial	Naval Station Arizona Memorial Detachment Honors and Ceremonies Arizona Memorial Museum Association 1 Arizona Memorial Place Honolulu HI 96818 Fleet reserve Association Pearl Harbor Honolulu Branch 46 PO Box 6067 Honolulu HI 96818-0067 COMSUBPAC Pearl Harbor, HI	808-474-1137 (808) 422-5664/5905 FAX: 541-3168 (808) 422-2121
		(808) 473-2483

Location	Address/Information	Phone Number
USS CHIEF	COMCMRON Three Building 100 1455 Ticonderroga Road Ingleside, TX 78362-5035 Attn: Admin Department	(512) 776-4880 DSN 776-4880

The USS Chief's address is as follows:

Commanding Officer
USS CHIEF MCM-14
FPO AA 34090-1934

Due to the ship's underway schedule they request you send flag requests and flags to the COMCMRON address.

USS CONSTITUTION "Old Ironsides"	Commanding Officer USS CONSTITUTION Charlestown, MA 02129-1797 Attn: Flag Coordinator	(617) 242-2543 DSN: 955-4948 or 955-4965 (212) 245-2533
USS INTREPID AIR, SEA & SPACE MUSEUM USS KEY WEST (SSN 772)	INTREPID PIER 86 NEW YORK, NY 10036 COMMAND CAREER COUNSELOR USS KEY WEST (SSN 722) FPO AP 96683-2402	

Need a Special Flag or Pennant.

Specialty Flags	U. S. Flag and Signal 129 Pennsylvania Ave PO Box 62206 Virginia Beach, VA 23462-0205	(757) 497-8947
-----------------	--	----------------

RETIREMENT LETTER ADDRESS LIST

Location	Address/Information	Phone/Fax
ALABAMA	Alabama State Capitol 11 S Union Street Montgomery AL 36130 PO Box 110001	(334) 242-7100 FAX: (334) 242-4541
ALASKA	Juneau AK 99811 Office of the Governor	(907) 465-3500 FAX: (907) 465-3532
ARIZONA	1700 W. Washington 9th Floor Phoenix AZ 85007	(602) 542-4331 FAX: (602) 542-7601
ARKANSAS	State Capitol #250 Little Rock AK 72201	(501) 682-2345 FAX: (501) 682-1382
CALIFORNIA	1ST Floor State Capital Sacramento CA 95814	(916) 445-2841 FAX: (916) 445-4633
COLORADO	136 State Capitol Bldg Denver CO 80203	(303) 866-4572 FAX: (303) 866-2003
CONNECTICUT	Office of the Governor Hartford CT 06106	(203) 566-4840 FAX: (203) 566-9677

Address/Information

Phone/Fax

Location	Legislative Hall	(302) 739-4101
DELEWARE	Dover DE 19901	
FLORIDA	Office of the Governor The Capital Tallahassee FL 32399-0001 POC: Sandra	(850) 488-1802 FAX: (850) 487-0801
GEORGIA	203 State Capitol Bldg Office of the Governor Atlanta GA 30334-0900	(404) 656-1776 FAX: (404) 656-2612
HAWAII	State Capitol Executive Chambers Honolulu HI 96813	(808) 586-0034 FAX: (808) 586-0006
IDAHO	State House Boise ID 83720	(208) 334-2100 FAX: (208) 334-2175
ILLINOIS	207 State House Springfield IL 62706	(217) 782-6830 FAX: (217) 524-1676
INDIANA	206 State House Indianapolis IN 46204	(317) 232-4567 FAX: (317) 232-3443
IOWA	State Capitol Des Moines IA 50314	(515) 281-5211 FAX: (515) 281-6611
KANSAS	State Capitol 20th FL Topeka KS 66617	(913) 296-3232 FAX: (913) 296-6231
KENTUCKY	Office of the Governor Frankfort KY 40601	(502) 564-2611 FAX: (502) 564-2735
LOUISIANA	Office of the Governor PO BOX 94004 Baton Rouge LA 70804	(504) 342-7015 FAX: (504) 342-8365
MAINE	State House STA1 Augusta ME 04333	(207) 287-3531 FAX: (207) 287-1034
MARYLAND	STATE HOUSE ANNAPOLIS MD 21401	(410) 974-3901 FAX: (410) 974-3275
NEW MEXICO	State Capitol #417 Santa Fe NM 87503	(505) 827-3000 FAX: (505) 827-3026
NEW YORK	Executive Chamber State Capitol Albany NY 12224	(518) 474-8418 FAX: (518) 473-7669
NORTH CAROLINA	State Capitol Raleigh NC 27603	(919) 733-2391 FAX: (919) 733-5166
NORTH DAKOTA	POC: Joan Spencer State Capitol 600E Boulevard Bismarck ND 58505	(701) 224-2200 FAX: (701) 328-2205
OHIO	Office of the Governor 77 S High St 30th Fl Columbus OH 43266	(614) 466-3555 FAX: (614) 644-0951
OKLAHOMA	212 State Capitol Bldg Oklahoma City OK 73105	(405) 521-2342 FAX: (405) 521-3353
OREGON	STATE CAPITOL BLDG #254 SALEM OR 97310	(503) 378-3111 FAX: (503) 378-6075
PENNSYLVANIA	225 Capitol Bldg Harrisburg PA 17120 ATTN: Ms. Wha Lee	(717) 787-2500 FAX: (717) 783-1396
Location	Address/Information	Phone/Fax
SOUTH CAROLINA	The State House PO Box 11369 Columbia SC 29211	(803) 734-9818 FAX: (803) 734-1598

SOUTH DAKOTA	Executive Office State Capitol Pierre SD 57501	(605) 773-3212 FAX: (605) 773-5844
TENNESSEE	State Capitol 7th Ave & Charlotte Nashville TN 37243	(615) 741-201 FAX: (615) 741-1416
TEXAS	State Capitol PO Box 12428 Austin TX 78711	(512) 463-2000 FAX: (512) 463-1847
UTAH	210 State Capitol Salt Lake City UT 84114	(801) 538-1000 FAX: (801) 538-1528
VERMONT	Pavillion State Office Bldg 109 State St Montpelier VT 05609	(802) 828-3333 FAX: (802) 828-3339
VIRGINIA	State Capital Richmond VA 23219	(804) 786-2211 FAX: (804) 371-6351
WASHINGTON	Office of the Governor PO BOX 40002 Olympia WA 98504-0002	(360) 753-6780 FAX: (360) 753-4110
WEST VIRGINIA	State Capitol Charleston WV 25305	(304) 558-2000 FAX: (304) 342-7025
WISCONSIN	State Capitol 115E State Capitol Madison WI 53702	(608) 266-1212 FAX: (608) 267-8983
WYOMING	State Capitol Building #124 Cheyenne WY 82002	(307) 777-7434 FAX: (307) 632-3909
AMERICAN SAMOA	Tauese P. Sunia Governor of American Samoa Governor's Office Pago Pago, Amer. Samoa 96799	(684) -633-4116
GUAM	Governor Gutierrez PO Box 2950 Agana Guam 96910	(671) 472-8931 FAX: (671) 477-GUAM
PUERTO RICO	Oficina del Gobernador Gobierno de Puerto Rico La Fortaleza San Juan, PR 00901	(787) 721-7000 (SwitchBoard)
U.S. VIRGIN ISLANDS	The Honorable Roy L. Schneider, M.D. Government House 21-22 Kongens Gade Charlotte Amalie U.S. Virgin Islands 00802	Phone: (809) 774-0001 or 773-1404 Fax: (809) 774-1361 or 778-7978

THE WATCH

Boatswain ... Stand By To Pipe the Side. **(Ring bell)**

This order has been passed on naval ships from the 1500's through today. Spanish, French, English, Dutch. Yes, every Navy in the world has used the Boatswain's call and sideboys to bring aboard or send ashore its officers, visiting officers and all visiting dignitaries.

The sideboys would haul on the ropes and raise or lower the boarding platform so officers would not have to climb the rat lines (which were hanging over the side and used by the enlisted crew) when going ashore or aboard. This honor was extended to visiting officers, dignitaries, and port officials.

It was not uncommon for the Commanding Officer of a ship to order up the Jolly Boat, a crew of eight strong backs, sideboys, and boatswain to send an old shipmate and fellow officer to his shore retirement...home ... never to sail on naval ships again.

"All hands on deck" was passed, and speeches were made about great victories, battles fought upon the open sea, raging storms weathered, and voyages to distant and strange lands with ports-of-call others only dreamed about.

Then, a fine sword, a brace of pistols, a rifle or musket, or maybe a sea chest of fine wood and bound in brass was presented to remind him of crews and ships with which he had served. The Boatswain would stand tall the sideboys, and the retiree would request permission to go ashore; he stepped to the platform and the sideboys would lower away. As the Jolly Boat pulled away, the gunner would fire a salute from the ship's main

battery, and the retiree sat in the stern sheets ... going ashore.

In the late 1700's, the U.S. Navy set sail with new ideas, new goals, and a desire to build traditions that would stand the test of time. The U.S. Navy led the way in providing honors for crewmen. The 1800's saw enlisted men holding retirements for enlisted men for the first time. The Captain would allow the Jolly Boat to take the enlisted retiree ashore. After the Civil War, Commanding Officers began to hold enlisted retirement ceremonies to show the crew that they, and the Navy, recognized the contributions of enlisted crewmen.

Today, our Navy has given most of the pomp and circumstance, the honors, traditions, and ceremonies back to history; time does not give us the freedom to do these things from the past. Nevertheless, we still have to stop all engines, lay about smartly, and drop anchor to pay honor to one of our shipmates going ashore. We honor the years served, the guidance, the leadership, the friendship, and the expertise that this shipmate has freely given for years.

"_____, USN"...Aye mates, for many years, this man has stood the watch. While some of us lay in our bunks at night, this man stood the watch. While others of us were attending school, this sailor stood the watch. And yes, even before many of us were born, this shipmate stood the watch. As our families watched storm clouds of war building on the horizons of history, this shipmate stood the watch.

Though he saw his family ashore, often needing his guidance,

he still stood the watch. For ____ years he has stood the watch so that we and our fellow countrymen could sleep soundly, in safety, each night.

Today, we are here to say, "Shipmate, The Watch Stands Relieved....," relieved by those you have led, guided, and trained.

"Chief, you stand relieved ... we have the watch!!"
Boatswain... stand by to pipe the side... shipmate, going ashore.

A-12-3

This is the memo that may be provided to the member to notify them of who their sponsor is.

From:

To:

Encl: (1). Figure (A-2), Retiree Information Sheet
(2). Figure (A-3), Biography Information Sheet

Subj: RETIREMENT CEREMONY

1. I will be your sponsor for your upcoming retirement ceremony. As such, you can direct all questions concerning your ceremony to me. It is my intent to make your ceremony a memorable occasion for you and your family, and an apt tribute to your service to your country.

2. While it is my intention to minimize the impact the retirement ceremony will have on you and your family as you prepare for life after the Navy, certain actions will be required on your part. In order to properly prepare for this occasion, please fill out and return enclosures (1) and (2), the Retiree Information Sheet and the Biography Information Sheet. If you desire to notify guests via a written invitation, please let me know as soon as possible to allow time for command printing at no cost. If you opt to send out invitations on your own please let me know how many guests you desire to invite.

3. Administrative matters pertaining to your retirement will be handled by the Military Personnel office, Command Career Counselor, and PSD. Please contact me with any concerns you have about your retirement ceremony.

Respectfully,

This is the sequence of Events that should be happening during the ceremony.

Retiree's Rate + Name
Fleet Reserve Ceremony
Day/Month/Year/Time

Master of Ceremonies:
Presenter:

Sequence of Events

0830 Ushers, Escorts, and Sideboys muster in _____ Quarterdeck for briefing. Stand-by to escort visitors into the auditorium.

Master At Arms assists Program Director with last minute details. Ensure reception area is readied, awards table is set up, color guard is pre-briefed, video is ready, bell in place, and still and video photographers are in place.

0845 Master of Ceremonies takes position. Official party in position for entrance. Special guests in position for entrance.

0900 **Prelude music begins**

All guests are present and seated. All doors are closed. Escorts seat special guests:

1. () escorts (friend) Susan
2. () escorts children???
3. () escorts parents???

0905 Prelude music terminates

0905 Fleet Reserve Ceremony Commences

MC: "Will the guests please rise for the arrival of the Official Party and remain standing for the parading of the Colors and the playing of our National Anthem."

Official Party arrives in the following order: STGC(SW)
Donovan and LTJG Boy

CG: After the Official Party is in place, "Parade the Colors"

Music: The National Anthem is played **(Military Salute)**

CG: Retire the Colors

MC: "Would the guests please be seated." (Pause)

Opening Remarks:

"Good morning, I would like welcome all of you to this special occasion marking the retirement of Chief Donovan. I extend an especially warm welcome to Chief Donovan's friend Susan, his parents (), and his children (). I know that you, more than any one of us, are vividly aware of the sacrifices that Chief Donovan has made in the service of our country, and I speak for the entire command when I say how pleased we are to have you here today".

"The Military Retirement Ceremony is a time honored tradition where we pay tribute to a shipmate and recognize years of dedicated service to our nation and the freedoms we all enjoy. We are proud to share this with Chief Donovan at the end of his distinguished military career, and what we all know will be a prosperous and successful new beginning."

Perhaps hit the highlight's of John's BIO.

"It gives me great pleasure to introduce the Guest Speaker for today's ceremony, Lieutenant Junior Grade Stephanie Boy."

GS: LTJG BOY'S REMARKS

MC: "Attention to Awards, guests please rise."

a. End of Tour Award

MC: Guests may be seated.

MC: LTJG Boy will now present the State of Maryland Letter and Certificate of Appreciation

MC: LTJG Boy will now present the State of Oregon Letter of Appreciation

MC: LTJG Boy will now present the State of California Letter of Appreciation

MC: Present Command Plaque

MC: Present MCPONs Certificate and Letter

MC: "I'd like to introduce Chief Upton for the purpose of presentation."

MC: "This Shadow Box is commemorative of a fine shipmate's Naval career. In it his Medals, Warfare Pins, Ribbons and career are safely contained to remind him of his successful service to his country. In this Shadow box is also the United States flag. This flag had the distinction of being flown over USS Chief, the USS Arizona Memorial, and the United States Capital. It was also raised over the Maritime Intelligence Center on this date in honor of our retiring shipmate."

CPOA: Presents Shadow Box and flag certificates

MC: "I'd now like to introduce Senior Chief Ellen (President of the NDW Chief Petty Officer Association) for the purpose of presentation."

CPOA: Presents CPOA Plaque.

MC: "It gives me great pleasure to introduce Chief Donovan, United States Navy."

CPOA: Remarks and presentation of gift

Fleet Reserve Transfer

MC: Reads the "Watch"
"LTJG Boy will now present the Presidential Certificate of Appreciation."

LTJG BOY: Reads Certificate
Presents Presidential Certificate of Appreciation
Reads Fleet Reserve Certificate
Presents Fleet Reserve Certificate

MC: "Will the guests please rise for the conclusion of this mornings ceremony."

BOSN: "Sideboys post"

Sideboys: Take up positions

Donovan: Salutes LTJG BOY, requests permission to go ashore

LTJG Boy: Returns salute and states "Permission Granted"

Donovan: Assumes departing position

Bell: Sailor renders appropriate departure Bells

BOSN/Sideboys: Render departing honors

BOSN: "Sideboys Out"

Escorts: Escort special guests out in same order as arrival

Friend, Family, Mother and Father

Official Party departs

Bells are sounded at the departure of Official Party as appropriate.

Official Party departs in reverse order of arrival.

MC: "Ladies and Gentlemen, this concludes this mornings ceremony. On behalf of the chief and his family, thank you very much for taking part in this time honored ceremony. You are all invited to attend a reception in honor of Chief Donovan in the foyer."

This is an example of what can go into the program

Program Planning Guide

Front

Intelligence Specialist Chief

*(Air Warfare)
Bethanne Dishler*

*IS rating symbol
if available*

Friday, 8 December, 1995

Inside cover

NCTS WASHINGTON

P. 1. Schedule of events

Parading of colors

Arrival of Official Party

Star Spangled Banner

Invocation

*Master of Ceremonies
STGCS(SWISG) Mark C Eller*

*Guest Speaker
CTOCM John W. Phillips*

*Presentation of Shadow Box
President of CPOA*

*Remarks
ISC(AW) Dishier*

Benediction

Retiring of Colors

Piping over the side

Sideboys

LT Owen Curley

LTjg Stephanie Hahn

CWO2 Cecil P. Tellesch

CTMC Wendy M. Suess

STSC(SS) Douglas Wright

HMC Karen Trotter

IS2 Andrew Henry

YN3 Peter J. Lemay

Special Thanks to my sponsor DPC Laura Hale

Bootcamp picture

Bio:

Chief Dishler was born in Chicago, Illinois, and entered the Navy in February 1976. After completion of Recruit Training at Naval Training Center, Orlando, Florida, she reported to the Aviation Intermediate Maintenance Department (AIMD), at NAS Barbers Point, Hawaii as a Non-designated Seaman Recruit. In November 1976, she was designated as an Aviation Machinist Mate (AD). After her advancement to Third Class she transferred back to her hometown to VX-4, in Point Mugu, California. After talking with her career counselor she decided to request a change of ratings and headed for Denver, Colorado for Intelligence Specialist "A" school. After graduation from "A " School, and attendance at several other schools, she headed for her first duty station as an Intelligence Specialist Third Class at CINCLANTFLT, FOSIC DET, in Norfolk, Virginia. After her promotion to Second Class she received orders to Guantanamo Bay, Cuba in November 1981. Her duties there ranged from writing intelligence reports to assisting the Marine Counterintelligence Sergeant with the Cuban fence jumpers mission. In November 1982 she accepted orders to the Naval Postgraduate School in Monterey, California where she assisted Naval officers completing their Masters degrees and professors with research and other related projects. She was promoted to First Class and completed her Associates degree in Administration of Justice at Monterey Peninsula College. In December 1985, Petty Officer Dishler accepted orders to the Intelligence Center Pacific (IPAC), at Camp Smith, Hawaii and during that four years completed her Bachelors Degree at Wayland Baptist University. After talking with her detailer, she received orders to VAQ-129, the EA-6B training squadron for the Navy in Whidbey Island, Washington in September 1988. While at VAQ-129 she was promoted to Chief Petty Officer and earned her Enlisted Aviation Warfare Specialist pin. While in VAQ-129 she also volunteered for sea duty in support of the new F/A-6B aviators and she deployed to the USS Carl Vinson. Upon completion of her tour at VAQ-129, Chief Dishler accepted orders to CINCUSNAVEUR and arrived in London in May, 1991. While in England, she took advantage of the opportunity to travel to Scotland and Wales. She returned

to the United States in May 1993 after her detailer offered her orders to ONI, ONI, or ONI. Chief Dishler will retire to her home in Crofton, Maryland.

List of duty stations

<i>Feb 1976 - Apr 1976</i>	<i>CRUITRACOMNTC, Orlando, Florida</i>
<i>May 1976 - May 1978</i>	<i>AIMD, NAS Barbers Point, Hawaii</i>
<i>May 1978 - Dec 1978</i>	<i>VX-4., Point Mugu, California</i>
<i>Jan 1979 - Apr 1979</i>	<i>Intelligence Specialist "A" school, Denver, Colorado</i>
<i>Apr 1979 - May 1979</i>	<i>NIPSTIAFAC, Key West, Florida</i>
<i>May 1979 - Oct 1981</i>	<i>CICNLANTFLT FOSIC DET, Norfolk, Virginia</i>
<i>Nov 1981 - Nov 1982</i>	<i>NAVSTA Guantanamo Bay, Cuba</i>
<i>Dec 1982 - Dec 1985</i>	<i>Naval Postgraduate School, Monterey, California</i>
<i>Dec 1985 - Jun 1988</i>	<i>IPAC, Camp Smith, Hawaii</i>
<i>Sep 1988 - Feb 1991</i>	<i>VAQ-129, NAS Whidbey Island, Washington</i>
<i>Feb 1991 - May 1991</i>	<i>NMITC, Dam Neck, Virginia</i>
<i>May 1991 - May 1993</i>	<i>CINCUSNAVEUR London, England</i>
<i>May 1993 - Dec 1995</i>	<i>Office of Naval Intelligence, Washington, D. C.</i>

List of Awards

Navy Achievement Medal (2 awards)
Meritorious Unit Commendation
Joint Service Commendation
Good Conduct (5 awards)
National Defense Medal
Expert Pistol Medal
Overseas Service Ribbon (3 awards)

"GOING ASHORE"

Phone Reference Listing

1. BUPERS 273, FLTRES, DSN 882-3250
2. MILPERS, NCTSW, 685-1048
3. Naval District Wash., Chaplain Office, 433-2057/2058
5. NCTSW, Command Career Counselor, 685-2421
6. NCTSW, Command Master Chief, 685-1146
7. NCTSW Security, L. OWENS, 685-1017
8. PSD Anacostia Team I - 433-2256
9. Display Ship BARRY (DD-933), 202-433-3377
10. U.S. Navy Ceremonial Guard, Anacostia, 301-433-2231
11. NDW Retirement Ceremony Coordinator Mr. Klem 202-433-2707